

Team,

BLUF: A fairly short meeting yesterday with the primary accomplishment of people taking on tasks to begin work on the various domain boards and developing draft documents. Also, a threaded discussion will be started hopefully by tomorrow with regard to the operating procedures of the PB and how it will interact with the domain boards and executive board. Below are the detailed notes.

Participation:

David Potter

Chris Markle

Jaymee Fojtik

Janice Reimers

Keith Smith

Richard Del Hierro

Fire I & T Program Board Meeting August 29th, 2012

1. Draft Charters for the Domain Boards are located on the SharePoint. There have been no examples of operating procedures posted to date. If you have some examples you would like to share please post them to SharePoint or send them to Chris.
2. Keith, David, and Jaymee will send Chris a few examples of operating procedures.
3. Chris will lead up the Planning Board documents. He will create an initial draft to include some suggestions on interaction.
4. John Gebhard was nominated to lead development of the documentation for the Development Board
5. Richard Del Hierro volunteered to lead development of the documentation for the Operation Board.
6. Co-Chair has not been identified. The group agreed that identifying the Co-Chair is an important next step. Chris will follow up with Jim Douglas and John Phipps.
7. Due to schedule conflicts next week's Program Board meeting is scheduled for 1500 in the FPA conference room (in the loft above the Warehouse).